



**BROAD OAK PRIMARY SCHOOL
Full Governing Body Meeting**

Date of meeting: Tuesday 27th January 2026

Quorum: 6 (met at this meeting)

Chair: Chris Pyle

Clerk: Jenny Adie

Pages: 5

Signed:

Date:

Present Governor	category	end of term	present(P)/apologies(Ap)/absent(o)					
			21/10	27/11	27/1	31/3	21/5	9/7
Shabnam Mughal-Mohammed	Parent Governor now Co-opted Governor until academisation	20/10/24 20/10/28	Ap	P	P			
Sheila Patel Webster	Parent Governor now Co-opted Governor until academisation	20/10/24 20/10/28	P	P	P			
Kevin Corteen	Headteacher	ex officio	P	P	P			
Sarah Bruce	Staff Governor	20/10/29	P	P	P			
Jan Sorohan	LA Governor	24/9/28	P	P	P			
Frank Atkinson	Co-opted Governor	25/2/28	P	P	P			
Ann Johnson	Co-opted Governor	4/5/26	P	Ap	P			
Karen Page	Co-opted Governor	6/12/26	P	P	Ap			
Chris Pyle	Co-opted Governor	25/11/27	P	P	P			
Lisa Walker	Co-opted Governor	20/10/29	P	P	P			

Apologies
Karen Page
Apologies formally accepted

In Attendance	
Katie Walker	School Business Manager
Jenny Adie	Clerk

2. Declaration of any Pecuniary Interests in the items on this agenda

No Pecuniary Interests declared in the items on this agenda.

3. Minutes of the previous FGB Meeting, on 27th November 2025

correction: Item 4, Headteacher's Report, sentence 5. The main focus this term is Priority 2, Metacognition (not Maths).

Minutes then agreed as a correct record.

4. Headteacher's Report

Headteacher's Report sent out with papers.

Pupils and Roll

There are 265 children on roll, the increase being due mainly to children admitted into Nursery this term. One child has moved abroad and left Reception.

Quality of Education

SIP Priority 2: to improve outcomes across curriculum subjects for all groups of learners through a focus on Metacognition: SLT are currently writing a 'Habits of Attention' curriculum. This will be discussed at Staff meetings and introduced next half term. This is about Teachers having consistent practice and expectations so children are using working memory for work in class, not having to use attention on differences in Teachers' language and practice.

SIP Priority 2a: to demonstrate wider School impact through the teaching of Oracy: Kate Shore is leading on development of Oracy. Guidelines have been shared with Staff, since half term 2 symbols are on display in all classes and Staff are using them. This will be part of the 'Habits of Attention' curriculum.

SIP Priority 2b: to raise attainment for all children in Writing: School is working closely with the Trust this year. The focus is lower KS2, using a 101 Dalmatians text with children ; there will then be moderation of outcomes across the Trust.

There is some tension around moderation; the Trust can buy-in which Moderators they choose and are working with Lancashire, but Broad Oak has developed Writing work with a Manchester Adviser, and do not want to change practice when Manchester will moderate. , because there are differences between different Authorities' moderation. All Teachers adapt the curriculum for their class anyway. Broad Oak can still learn from Trust schools' practice.

SIP Priority 2c: Maths: Broad Oak teaching is in line with Trust practice and they are using Trust Assessments, which give detailed information on gaps and errors. All Staff are in either the English Team or the Maths Team. The Maths Team have been looking at work on classroom walls, and consistency through the School.

SIP Priority 3b: to ensure that all children have regular opportunities to practice Reading: NFER were done at the end of the autumn term and Teachers have now had Pupil Progress Meetings to look at areas needing support.

This year is the 'Year of Reading', with a focus on Reading for Pleasure, which aligns with a Broad Oak priority. There are many events available to Teachers, including work with other Trust schools and Manchester Libraries events.

School has been awarded an NENP Grant for use for green spaces to develop a School Library in the central playground area, with a pergola and a seated area.

Behaviour and Attitudes

SIP Priority 1: Attendance: figures are low, below 90% at times. Some absence is due to illness and some to holidays in term time. The DfE now sends a termly report comparing data with other schools and Broad Oak is low compared with similar Manchester schools.

Persistent Absence is high, but Nursery children attending part-time is contributing to this. If Nursery children are removed from the figures PA is lower, down from 58 to 49 children.

Lateness is still an issue, if more than 25 minutes late the child has a 'U' mark and appears to be absent. Parents say it is cold and dark and hard to be early.

Q. Is this why attendance is so low? How many children does this apply to? Is it a result of how absences are coded?

It is usually the same families, and parents will drop-off High School children first. Children who live locally and walk to School are on time. The Report shows which Year Groups are of particular concern; Reception and Year 6 presently.

Serious Absence includes some Nursery children attending part-time at present, who can be taken out. There are then two SA children, both of whom have medical conditions which impact their attendance.

Behaviour

There are no major issues. There is one Year 2 child with a number of incidents, who had become difficult to manage in mainstream so is presently in Acorns and will be reintegrated when ready. The child is accessing the same curriculum as he would in his class, and has an hour at the end of the day with Acorns Staff after the other children finish at 2.30pm. This time will be used for reintegration when the time comes.

There have been no suspensions. The DfE has issued new guidance on management of behaviour. Sean from Acorns has attended training about management, provided and funded by Manchester, and the impact can be seen already.

The Behaviour Policy is due to be updated and will be re-written using practice from the training, to come to the next FGB meeting.

Personal Development

Care and Welfare

There have been 9 Child Protection incidents since the last meeting.

(Shabnam Mughal-Mohammed joined the meeting at 17.29)

41 pupils are being monitored; some have not yet been removed from the list but will be soon.

There are currently 3 open referrals that may move to Child protection or Child in Need.

Mental Health and Wellbeing

The Year 4 and Year 5 Mental Health Champions are training with KC to be Playground Buddies and will be helping in the playground after half term, organising games and inviting children who may feel left out of other activities.

Leadership and Management

SIP Priority 3a: to refine assessment strategies in Foundation subjects: last term's focus was on Science and DT. Recent review showed that Greater Depth assessments in the Kapow schemes are not always being used by Teachers so they have been reminded.

School Community

Two new members of Staff have been appointed, KS1 HLTA and part-time Admin; both are able to start as soon as the School has their DBS.

They did not recruit to the TA post for Saplings and Acorns; none of the candidates were suitable. They have recruited in the past and found that the appointee was not really suitable, and if they use Agency they can see how people perform when actually on the job. There is a current Agency member of Staff in Acorns who may be recruited for the post.

4.1 Resourced Provision Pupil Numbers

Below under 5.1.1

5. Governors Committees

Minutes sent out with papers.

5.1 Resources Committee 20th January

4.1 and 5.1.1 Resourced Provision funding

After the Support and Challenge meeting School was approached about increasing numbers but not staffing. Numbers in each provision would go up to 8. KC spoke with the Resourced Provision Teachers to have their views. They both thought it could be done with the right cohort.

However, the financing is still unclear. At the Support and Challenge meeting KW raised that the School receives less funding than expected, £199,000 instead of £212,000, £6,000 less for the second Unit. Anne Summerfield was told by the Finance Team that funding for SALT is capped at 12 children, the School does not receive SALT funding for the additional two children. The LA had agreed like-for-like funding for the second Unit in the first year but in the new financial year said that they could not afford it. They would fund a Teacher and two TAs for each Unit, and a third TA to work with both Units. The LA proposal for funding does not include any additional SALT money, so this would continue to be underfunded. The TA funding is £26,000 but that is not enough to pay all the costs.

KC's decision is to refuse to take the additional two children.

At the Resources Committee meeting Governors learned that the School budget pays towards the costs of the Units, and with this continuing the deficit cannot be reduced. Without the Resourced Provision the School would not be in its present financial position.

Q. How many other schools have this resource?

One in North Manchester. The LA wants the provision, and wants the deficit repaid, but will not fund the Resourced Provision at a level to pay for it, so the School cannot move into break-even or surplus.

KC is now thinking to say will not continue with the RP unless it is fully-funded.

Q. Does Broad Oak have to give notice to cancel?

They are not allowed to close it; closing would have to go to consultation and the LA will not do this. Nor will they accept the School's budget deficit. The in-year deficit is £31,000, if the LA funded the additional TA at £26,000 as they said they would, this would cover most of the deficit. Broad Oak cannot join the Trust while there is an in-year deficit.

The School needs something in writing to be able to show to prevent or reduce the risk of the LA refusing adequate funding, but the LA is reluctant to do this.

It was proposed that the School produce 2 budgets, and The Governors approve the balanced budget, to make it clear that the School could have a balanced budget if the LA funded the Unit. However, this would be a great deal of work for KW and she does not have the time.

Anne Summerfield emailed information to KW at the end of Period 6 showing that the school's deficit is due to funding the Provision.

Could the local MP be asked to support the School? The LA does not want the RP to close but will not fund it, but then puts pressure on the School for having a deficit caused by funding the Unit. There should be a way to find an authority to call the LA to account for their behaviour. Kevin Simpson from the Trust is speaking to the DfE about how to deal with the situation.

KC will ask the Director of Education to visit the Resourced Provision to see the work they do and talk about the funding, and will write to Jeff Smith MP.

If the School gets additional end-of-year funding, as often happens, they could end with a balanced budget.

Action	Kevin Corteen	To invite Amanda Corcoran, Director of Education, to visit the Resourced Provision; to write to Jeff Smith, local MP, about the LA actions, and invite him to visit.
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5.2 School Improvement Committee 15th January

The Validated IDS was available for the meeting. The main take-away will be a focus on Greater Depth, and looking at whether children are achieving as was expected at the end of KS1 as this information is available for these children.

School is currently working towards the Bronze Award for Mental Health, then Silver by the summer, Gold next year.

They have changed the use of Zones of Regulation, children put themselves on the wall chart each morning, which SB confirmed is helpful to the Teacher, knowing how children feel.

5.2.1 School Communications - use of X

Does Broad Oak want to be associated with the X offering? School uses several platforms and Twitter was considerably used in the past, but is used much less now. KC has decided that they should discontinue use of X and is asking for Governors' agreement.

Governors agreed that Broad Oak should stop using X for communication with parents.

6. Academisation Update

No change.

7. Training

Action	All Governors	To complete online Safeguarding training if not already done.
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8. Any other business

8.1 School Calendar for 2026 to 2027

KC handed out the Manchester calendar; also Parrs Wood, and the Trust., which are both different from Manchester's. Broad Oak has in the past changed the recommended Manchester dates to align better with Parrs Wood. Broad Oak attendance is poor in the 2-week Parrs Wood autumn half term. This year their Easter holiday is also different.

KC wishes to change the Easter holiday to align with Parrs Wood, which will also align with the Trust, to minimise the impact on attendance.

School will close on 25th March for the Easter break, aligning with Parrs Wood, then reopen on 12th April with one day of INSET.

At the end of summer School will finish on 20th July, with INSET on 21st July. This minimises the impact of Parrs Wood's different holidays. There is nothing to be done about the 2 weeks in October.

8.2 KS2 Link Governor visit

Ann Johnson came into School on 13th January and had a good meeting with the KS2 Lead, then a tour visiting KS2 classrooms. She was very impressed with the professionalism of the Lead.

Next meeting: Tuesday 31st March

Thursday 21st May
Thursday 9th July